

ACMIS User Group Meeting Minutes

Date: Wednesday, June 16, 2004

Time: 9:00 AM-10:00 AM

Location: 1800 F Street, NW, Room 4201

Attendees:

Name	Organization	Telephone	E-mail
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Theresa Elliott	DHS	202-772-5001	Theresa.Elliott@dhs.gov
Virna Evans	Commerce	202-482-4186	vevans@doc.gov
Gayle Fischetti	Interior	202-208-6705	Gayle_Fisschetti@ios.doi.gov
Anne Hudson	DOJ	202-616-3759	Anne.d.Hudson@usdoj.gov
Nikkia Joseph	SRA	703-284-9461	nikkia_joseph@sra.com
Joanne Shore	FAI	202-208-4724	joanne.shore@gsa.gov

Action Items

- Include Dian Neary on the next ACMIS User Group Meeting Agenda to provide feedback from the discussion of GSA's obstacles with implementing ACMIS. This discussion took place at the DC FACE Conference. The group should document the lessons learned from GSA's experience.
- A Requirements session needs to be scheduled to discuss possible enhancements for ACMIS reporting and tracking of Agency COR's/COTR's.

Updates since April:

- Joanne Shore was unable to obtain an OFPP speaker for the DC FACE conference. However, there was discussion of ACMIS at this conference. GSA had a discussion of the obstacles encountered with their implementation of ACMIS. The User group agreed that it would be helpful to document GSA's lessons learned. Dian Neary should be included on the next ACMIS User Group Meeting agenda to provide feedback from this discussion, if she was in attendance.
- Joanne Shore reviewed the ACMIS application and found that the system needs to be tailored for COTR data. An enhancement to the system needs to be developed to track COTR data. A requirements meeting will be scheduled to discuss the changes required.
- ACMIS Phase I Enhancements were implemented on May 24. The Release Notes for these enhancements are attached to the meeting minutes.
- The Phase II enhancements will be implemented on July 19. Updates for this release include reporting enhancements requested by GSA to allow for better auditing of system usage. Release Notes will be created once these changes are implemented.
- There are ongoing issues with OPM data not being current. This issue affects DHS due to employee agency changes. Records received from OPM need to be current. It may be necessary to consult with OFPP regarding this issue.

Agency Updates

- The Department of Energy (DOE) has expressed interest in ACMIS. Cynthia Yee is the contact for this agency. DOE currently uses the CRIS Human Resources system; however this system does not provide training data. Cynthia Yee will review the ACMIS system and present it to her management. She would like to merge DOE's current files from CRIS into ACMIS. If this is not possible, she may have a contractor or staff member enter DOE's data into ACMIS.
- The following agencies have been targeted as potential new users for ACMIS: Interior, HUD, DOT (cost estimate has been provided to convert their current system), Court Services, NLRB, and HHS (waiting to hear from union).
- Gayle Fischetti reported that Interior has received management approval and is in the process of moving forward.
- We currently have a goal to sign up 12 agencies as ACMIS users.
- Virna Evans stated that Commerce is waiting for ACMIS to have the capability to track COR/COTR data. Commerce is currently using a system to track this data.

General Forum

- ACMIS Reports training was discussed. The schedule for this training is tentatively set for August and will be held in Crystal City. More than one session can be scheduled. This training will be an extension of the Program Administrator training. It will be beneficial to conduct training again at a later date. It was suggested that a larger facility should be used for this training. The ROB training facility at L'Enfant Plaza may have internet capability.
- A mandate of ACMIS was discussed. Joanne Shore mentioned that the OFPP Letter 97.01 rewrite is supposed to contain language pertaining to ACMIS. No one has seen this language. The group would like to see a draft of this document.